

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, January 27, 2022 -- 5:00 p.m. -- Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, January 27, 2022, in the B & O Board Room on the Wheeling Campus and via Zoom video conference call.

**1. Call to Order**

Mr. Artman called the meeting to order at 5:01 pm.

**2. Roll Call**

Members in attendance in person and via Zoom video conference call were: Jacob Altmeyer; David Artman; Liz Hofreuter; Larry Lemon; Christine Mitchell; Shelly Carenbauer; and Chris Kefauver. Excused: Richard Barnabei; Ron Scott, Jr.; Hilary Curto; and Carissa Robinson.

Guests included: Dr. Dan Mosser, President; Dr. Jill Loveless, Provost; Dr. Phil Klein, Vice President of Economic Workforce & Development; David Barnhardt, Director of Marketing and Public Relations; Janet Fike, Vice President of Student Services; Robert Brak, Director of Human Resources; Jeff Sayre, Vice President for Administrative Services/CFO; Dr. Pam Sharma, Vice President for Planning, Institutional Effectiveness, and Research; and Rana Spurlock, Director of Institutional Advancement. Additional guests included: Said Leghli, Faculty Assembly President, Crystal Harbert; Bonnie Peterman; Stephanie Cunningham; Kim Patterson; Becky Yesenczki; John Lantz; and Adriana Wolfe.

**3. Board Chair Report**

Mr. Artman welcomed our two new Board members, Jacob Altmeyer and Liz Hofreuter.

**4. Faculty Presentation**

Mr. Leghli presented on behalf of the Faculty Assembly for their annual presentation. The faculty worked on several transitions during the COVID-19 pandemic. These included professional development, working from home, advising from home, and instructional technology. They made a seamless transition to remote learning on short notice. They have been able to work with local businesses to meet their needs. There is a Wi-Fi and computer loaner program just to name a few of their successes. In addition, they were active stakeholders in the completion of the strategic plan and are regularly communicating with the staff council to discuss common issues. There were three faculty retirements in 2021 and currently, there are four open faculty positions.

**5. Approval of Minutes (October 28, 2021)**

Mr. Artman made a motion that the Board approve the Minutes from the meeting on October 28, 2021 as presented. Mr. Kefauver seconded the motion. Motion carried.

**6. Approval of Lease Review Committee Minutes (November 10, 2021)**

Ms. Carenbauer made a motion that the Board approve the Minutes from the Lease Review Committee meeting on November 10, 2021 as presented. Mr. Lemon seconded the motion. Motion carried.

## 7. President's Report

### Coronavirus Update

Dr. Mosser provided an update on the coronavirus protocols on campus. Due to the omicron variant, we converted classes that could be conducted online to remote learning until January 31. To ensure that our campuses remain safe, the College added new weekly testing requirements for on-campus students and employees including vaccinated and unvaccinated individuals. We continue to social distance, require indoor masking, avoid crowds, wash hands frequently, etc.

### College Updates

On Monday, we are scheduled to welcome all scheduled classes and students back to campus. Dr. Mosser extended his welcome to the two new Board members.

Dr. Mosser provided an update on HLC and where we are to date. The Assurance Document is due in November followed by a visit in early December for our 10-year accreditation cycle. We have hired a new Director of Assessment.

A new Project Director has been hired for the Title III grant to address student success and completion. This will help with data driven decision making.

In addition, Dr. Mosser reminded the Board about the 50<sup>th</sup> anniversary festivities. He thanked Mr. Artman for his video. He thanked Ms. Hofreuter and her team at Wheeling County Day for their Party in a Box birthday video. As a reminder, there is a Heart of Gold 50<sup>th</sup> anniversary fundraising campaign. Please consider making a special anniversary gift to the College Foundation. There are two planned ribbon cutting events – the History nook in the Library and the Student Services renovation. Also, Commencement is planned for May 13<sup>th</sup> at WesBanco Arena and the 50<sup>th</sup> Anniversary Gala on May 14<sup>th</sup> at the Scottish Rite.

## 8. Action Items

### **New Academic Program**

Dr. Loveless went over the proposal for the different options within the Pre-Engineering, Associate in Science degree. It will align with West Virginia University's which is an accredited program.

Mr. Artman made a motion the Board approve the new academic program (Pre-Engineering, Associate in Science) as presented to the Board. Mr. Kefauver seconded the motion. Motion carried.

### **NC-2029 Compensation Rule 1<sup>st</sup> & 2<sup>nd</sup> Reading**

Dr. Loveless stated currently there are three separate rules that we would like to consolidate into one rule – Compensation Rule. These rules are NC-2030 Classified Employee Salary Rule which was suspended 6/26/17. And, NC-2029 Non-Classified Salary Rule and NC-2018 Faculty Salary Rule are two rules that have already been approved for revision. After consultation with the Rules Committee and following the rulemaking process, the rule was sent out for a 30-day comment period and those comments were provided in the Board packet.

Ms. Carenbauer made a motion that the Board approve the 1<sup>st</sup> and 2<sup>nd</sup> reading of the NC-2029 Compensation Rule as presented. Mr. Altmeyer seconded the motion. Motion carried.

#### **NC-3005 Program Review Rule 1<sup>st</sup> & 2<sup>nd</sup> Reading**

Dr. Loveless stated that this rule needs to be updated to reflect Series 10 of the West Virginia Community and Technical Colleges.

Mr. Artman made a motion that the Board approve the 1<sup>st</sup> and 2<sup>nd</sup> reading of the NC-3005 Program Review Rule as presented. Ms. Hofreuter seconded the motion. Motion carried.

#### **NC-3007 Major Reduction or Discontinuance of a Program Rule 1<sup>st</sup> & 2<sup>nd</sup> Reading**

Dr. Loveless stated that this rule needs to be updated to reflect Series 11 of the West Virginia Community and Technical Colleges.

Mr. Kefauver made a motion that the Board approve the 1<sup>st</sup> and 2<sup>nd</sup> reading of the NC-3005 Major Reduction or Discontinuance of a Program Rule as presented. Ms. Carenbauer seconded the motion. Motion carried.

#### **NC-3001 Academic Integrity and Student Responsibilities Rule 1<sup>st</sup> & 2<sup>nd</sup> Reading**

Dr. Loveless stated that this rule needs to be updated as it is from 2005.

Ms. Mitchell made a motion that the Board approve the 1<sup>st</sup> and 2<sup>nd</sup> reading of the NC-3001 Academic Integrity and Student Responsibilities Rule as presented. Ms. Carenbauer seconded the motion. Motion carried.

### **9. Administrative Reports**

#### **Provost**

##### Academic Affairs Annual Presentation

Dr. Loveless presented an annual update on Academic Affairs. The Allied Health Division has partnered with WVU Reynolds Memorial Hospital for an affiliation agreement. They are partnering with Pierpont on an LPN partnership. Classes begin in Fall 2022. There is a new Online Tutoring Center and connected live-help events. They are offering more online placement testing to accommodate remote students. They are offering mental health services through WellConnect. The Library has a dedicated historical nook for the 50<sup>th</sup> anniversary. There are several new early entrance initiatives underway. Several faculty participated in state and national conferences. The new Substance Abuse Intervention Technician and SAI Specialist launched in 2021. The College has implemented several new and/or revised articulation agreements to establish clear pathways for students who wish to earn a four-year degree. Dr. Heather Kalb launched the Student Showcase. Criminal Justice students participated in a mock crime scene. The welding program received American Welding Society certification which is one of five in the state and one of four in the tri-state region. The state launched Brightspace Desire 2 Learn replacing Blackboard. It has been a smooth transition.

### **Vice President for Planning, Institutional Effectiveness, and Research**

#### Updated Strategic Plan

Dr. Sharma overviewed the draft Strategic Plan that the Board will be asked to vote on at next month's meeting.

### **Vice President for Administrative Services/CFO**

#### Financial Update

Mr. Sayre highlighted the fund tracking document provided in the Board packet.

#### Administrative Services Update

Mr. Sayre stated that we need to spend the federal CARES/HEERF funds by May 1st. The B & O first floor remodel is underway. They are working on the water damage in New Martinsville caused by a malfunctioning appliance.

### **Vice President for Student Services**

#### Enrollment Update - Credit

Ms. Fike provided an update on credit enrollment stating that we are up in headcount and down slightly in FTE. There are still several additional classes that have yet to start. The numbers will go up a little.

### **Vice President of Economic and Workforce Development**

#### Enrollment Update – Non-credit

Dr. Klein provided an update on non-credit enrollment stating that we are up in enrollment, headcount and FTE.

## **10. Old Business**

There was no old business.

## **11 New Business**

There was no new business.

## **12. Executive Session**

Mr. Artman made a motion that the Board enter into executive session at 6:26 pm to discuss real estate. Mr. Kefauver seconded the motion. Motion carried unanimously.

Mr. Artman made a motion that the Board come out of Executive Session at 7:07 pm. Mr. Altmeyer seconded the motion. Motion carried unanimously.

Mr. Artman stated that while in Executive Session, the Board of Governors discussed

several real estate items including general discussion about the Francis Building occupied by Artslink.

Mr. Artman made a motion that the Board approve the lease for the CDL lot in Weirton with James White Construction and authorizes the College to execute the agreement. Ms. Hofreuter seconded the motion. Motion carried unanimously.

### 13. Adjournment

The meeting adjourned at 7:08 p.m.

Minutes respectfully submitted by,

Minutes approved by,

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Stephanie Kappel  
Executive Assistant to the President

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Larry Lemon  
Board of Governors Secretary